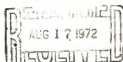


RESUME

EMPLOYMENT DEPARTMENT

AUGUST, 1972

Thomas A. Boykin, Jr.

**PERSONAL DATA:**

Marital Status: Married
Health: Excellent
Height: 5'7"
Weight: 170 lbs.

EDUCATION:

Rutgers University, New Brunswick, New Jersey. Currently attending, candidate for Ed. M. in Vocational and Technical Education. Springfield College, Springfield, Mass. Three (3) hours Graduate School Extension Course Principles and Practice of Group Work, January, 1968. Delaware State College Dover, Delaware. B.S. degree, May, 1960. Major Agricultural Education.

EXPERIENCE:

Business & Industrial Coordinating Council, 50 Branford Place, Newark, New Jersey 07102. Management Assistant. Responsible for researching, writing and development of programs. Job development and placement at all levels; assisted the Director in arrangement of conference and training programs for member companies. Supervisory responsibility for all employment counselors. Responsibility for liaison activities between community projects and the BICC.

8/70 to

Present

Orange Opportunity Corporation, 36 North Day St., Orange, N.J. Executive Director.

Administrator and supervisor of all personnel. Responsible for budget, program development, and evaluation of public relationships. Wrote proposals for additional programs, followed them through until they were in working order. My staff included; clericie, community organizer, job developer, and community aides. Was responsible for the budgeting of this program, which was submitted to the Finance Committee and the Board of Trustees, for their approval.

8/69 to

5/70

Queen of Angels School, 28 Belmont Ave., Newark, N.J. Vice principal.

While at Queen of Angels School, was responsible for administering the Title I program. This included requisitioning textbooks, teaching and testing supplies, aiding in the planning of and securing of transportation for Experimental Educational Enrichment Activities for all grade levels.

11/68 to

7/69

2/68 to

11/68

Community Action for Economic Opportunity, Inc. 1034
East Jersey Street, Elizabeth, New Jersey. Job Developer.
Responsible for contacting firms in Eastern Union County to
develop job opportunities for hard-core disadvantaged; responsible
for determining and developing training situations and aiding
employers to develop training schedules for new employees;
responsible for referring and some counseling of applicants
to job openings for employment; responsible for executing
subcontracts in accordance with U.S. Department of Labor
guidelings.

6/66 - 2/68

YMCA of Eastern Union County

9/60 to

8/61

Y.M.C.A. 84 Oakwood Avenue, Orange, N.J. Boys work Secretary.
Organized recreational and physical classes for youth members.
Responsible for organizing and supervising club activities.
Advisor to leaders club.

**MILITARY
EXPERIENCE:**

U.S. Air Force, Tyndall Air Force Base, Florida. A-signed to
equipment Management Branch. Supervised, directed and managed
the requisitioning of all equipment ordered off-line, utilizing
F.E. account numbers and the control of fund requirement cards.
Supervised, training of two O.J.T. personnel. Honorable
Separation, 1966 with rank of Staff Sergeant. Honorable
Discharge 1968.

REFERENCES:

Available upon request.